

DUBUQUE COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION
12 month (216 day) annual contract

POSITION TITLE: TAP Liaison

RECRUITMENT/RECOMMENDATION:

Recruited By: Executive Director of Human Resources

Recommended for Appointment By: Executive Director of Human Resources

ORGANIZATIONAL STRUCTURE:

Type of Authority: Staff

Reports To: Director of Special Education & Transition Facilitator

Consults With: Forum Staff, Principals, Teachers, Counselors, Associates, Keystone AEA staff,
Transition Facilitator, Parents, Students and Community Agencies

POSITION DESCRIPTION:

The TAP Liaison is responsible for coordinating various assessments, diagnostic services, job development with businesses, maintaining databases and job training for youth to provide youth with an instructional environment for success after high school.

POSITION QUALIFICATIONS:

1. Must have a minimum of a BA/BS degree in a field related to special education, rehabilitation counseling, or other relevant profession that emphasizes services to individuals with disabilities or have commensurate experience within the above listed fields.
2. Experience in working with organizations that provide services to individuals with disabilities is recommended.
3. Experience in helping youth through the transition process from the school environment to the adult environment is recommended.
4. Experience working with the business community to determine job market needs and developing job opportunities for youth.

RESPONSIBILITIES:

AGENCY LIASION:

- Ability to work with a variety of agencies and businesses in a friendly and professional manner.
- Demonstrate good communication (verbal & written).
- Work cohesively with Iowa Vocational Rehabilitation Services.
- Collaborate with all DCSD High Schools

JOB DEVELOPMENT:

- Work with the business community to learn about business needs, labor market trends, and future needs of the community.
- Complete Job Development with employers to establish a partnership for Job Training sites for youth to learn and work within integrated settings.

REPORTS/DATABASES/IEP:

- Submit reports as required by the District, IVRS, AEA, Community Agencies, County, and the State.
- Contribute to diagnostic and educational teams, special education team meetings, and IEP staffings.
- Conduct or oversee assessments to determine student vocational aptitude, interests, or general ability for career areas.

SUPERVISION & PROGRAM OPERATION:

- Oversee day-to-day program.
- Develop and support job training of youth.
- Supervise Job Coaches, to include scheduling of staff.
- Provide professional development for staff as needed.
- Provide PreETS activities for youth in collaboration with school staff.

COMMITTEES:

- Serve as the TAP liaison for the following committees:
 - A. School-To-Work for Special Education
 - B. HEART Project
 - C. Summit Program
 - D. Vertex

ADDITIONAL DUTIES:

- Demonstrate a commitment to multicultural nonsexist policies and practices.
- Have the capacity to work in a position that periodically requires flexible and occasionally long hours.
- Fulfill such other duties and responsibilities as may be delegated or assigned by the Director of Special Education.

Written: 9/14
Revised: 2/23